

SELECTMEN'S RECORD
November 21, 2017

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:30 p.m. in the Selectmen's Meeting Room at Town Hall by Chairman John Hickey. Also present were: Selectmen Nancy Hyde, Selectmen Michael Walsh, and Town Counsel Thomas McCusker. Christine McCarthy record the minutes.

J. Hickey led the Pledge of Allegiance.

J. Hickey asked if anyone wishes to record the meeting and granted permission to Westwood Media Center to record.

CHAIRMAN'S UPDATE

Moment of Silence

The Board acknowledged a tragedy within the community that impacted many people. The Board also acknowledged the Public Safety Officials who responded and are dealing with the tragedy.

The Board took a moment of silence.

30th Annual Tree Lighting Ceremony – Sunday, December 3rd

The Town will be hosting its Annual Tree Lighting Ceremony on Sunday, December 3rd beginning at 3:00pm. This year marks the 30th Anniversary for the event and we have added amazing new activities that were generously sponsored by many of the local businesses.

The Town would like to thank the following sponsors for their generosity that helped take this event to the next level:

- Prime Motor Group Dealership
- Fox Hill Village
- Dedham Savings Banks
- American Legion Post
- Westwood Veterinary Care

The Town has collected over \$7,000 in donations. The Chairman will recognize Ms. Hurley's 2nd Grade Class.

SCHEDULED ACTION

Public Hearing – Eversource Conduit for New Electrical Service to 150 Porter Street

Eversource has petition the Town for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way to provide new electric service to a new home located at 150 Porter Street. The conduit will be northeasterly approximately 40 +/- feet on Porter Street then turning northwesterly approximately 80 +/- feet for a total distance of 120 +/- feet at PMH #1092 (which is located approximately 490 feet south of Nancy Drive).

Renee Vince Clark was present to represent Eversource.

Michelle Cirillo, 159 Porter Street, expressed some concerns about how the conduit was going to affect the properties around 150 Porter Street and was safety precautions will be in place to ensure kids do not get hurt?

Renee Vince Clark explained the installation will be going across the street to the transformer. Eversource contractors will dig a trench along the road which will be covered by plates if the contractors are not present as well as cones.

T. Korchin, Director of Public Works, added that once the work is complete, the Town requires that Eversource repave the area. J. Hickey added that the Town feel comfortable with Eversource and have not had any issues in the past.

Ms. Cirillo asked what would happen with the bus schedule? Ms. Vince Clark explained Eversource typically does not set up for work until after 9:00am, after the bus pickup has occurred.

N. Hyde moved to approve the Grant of Location to install approximately 120 feet of conduit at PMH #1092 which is necessary to provide new electric service to a home being built at 150 Porter Street. M. Walsh Seconded. Unanimous Vote: 3-0

Tax Classification Hearing

Present was Mark Murphy and Maureen Bleday of the Board of Assessors and Debbie Robbins, Town Assessor

The Town has strived to maintain an appropriate shift factor that maximizes the benefit to the residents, but also provides room to use the shift factor as a tool to minimize the shock that can occur to tax bills if residential on commercial values fall at significantly different rates, particularly if residential values increase or falls less than the declining commercial values.

Chairman Mark Murphy presented to information to the Board of Selectmen (*a copy of that presentation can be found here:*

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<http://westwoodtownma.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=5633&MeetingID=1304>)

The PowerPoint summarizes the changes in value from FY17 to FY18 and justification for the Assessor's recommendation that the shift factor remain at 1.70. At a 1.70 shift factor, the commercial property will pay 25% of the total taxes, while only representing 15% to total value. This split tax rate at a 1.70 shift factor provides an annual savings of approximately \$1,300, or 14%, to the average home.

N. Hyde moved to accept the recommendation of the Board of Assessors in order to keep equity among the property classes and voted the tax classification factor to remain 1.70 for FY18. M. Walsh Seconded. Unanimous Vote: 3-0

J. Hickey recused himself and left the room at 8:00pm

Request for Extension of Hours – Black Friday – GameStop at University Station
GameStop has requested a One-day Permit for Extended Hours of Operation in accordance with the General Bylaws of the Town of Westwood, Chapter 321 – Retail Hours of Operation, §321-2 – One-day Permit for Extended Hours of Operation for Black Friday at GameStop located at 207 University Ave. on Friday, November 24, 2017.

GameStop is requesting to extend its holiday hours on Friday, November 24th (the day after Thanksgiving) to open its store at 12:00 midnight to 6:00 a.m. These shopping hours have become an industry norm for many large retailers who offer in Black Friday deals to entice shoppers to come to their stores.

N. Hyde asked if this was the only business that would be operating for Black Friday Hours this year? C. McCarthy responded yes, Target Corporate had decided not to open its stores for before 6:00am on Black Friday this year.

The Town has received Crowd Control information and the Police Chief has notified the officers on duty that night to check on the crowd.

M. Walsh moved to grant a One-Day Permit for Extended Hours of Operation in accordance with General Bylaw of the Town of Westwood, Chapter 321-2 – One-day Permit for Extended Hours of Operation to GameStop located at 207 University Avenue for Friday, November 24, 2017 beginning at 12:15am and in accordance with the stipulations of the Police Chief. N. Hyde Seconded. Vote: 2-0-1 J. Hickey not present.

J. Hickey returned to the meeting at 8:04pm

Discussion on Traffic Study Findings for High Rock / Dover / Conant / Country
Present was Todd Korchin, Director of Public Works and Kien Ho from Beta Engineering

The Board of Selectmen received information about traffic count data for the High Rock / Dover / Conant / Country neighborhoods.

Kien Ho, from Beta Engineering explained that the speeds vary on certain streets with increases on High Rock, Lorraine.

This most recent study has concluded Speeds within the High Rock, Dover, and Conant Road neighborhoods have increased slightly (1-3 mph) both during a.m. and p.m. peak hours. The volume has increased in these three locations during the a.m. peak hours and has shown slight decrease only on High Rock Street during the p.m. peak hours. Lorraine Road speed has slightly increased (only 1mph) during both a.m. and p.m. commutes while the volume has shown increases of 190 vehicles during the a.m. and 61 more vehicles during the p.m. commute.

J. Hickey expressed concerns that the increase in volume and speed means that the Town needs to look into High Street traffic congestion and incentivize commuters to remain on 109.

Kien Ho responded that in 2009, the Town looked into timing of signals along Route 109. The Town highlighted the markings and signage, specifically at the Summer Street intersection to encourage people to use both lanes to continue through. The Board discussed changing the timing at the lights for Hartford Street and Summer Street to push traffic down 109 longer to allow for more of a flow.

M. Walsh asked if the lights for the neighborhoods have the ability not to change if someone is not at the light? T. Korchin responded that the smart traffic signalization grant they are looking into is something that may address those types of problems. The technology is expensive, so the Town is looking into options.

N. Hyde asked that the subtle changes be made so that there is no major impacts are made to the side streets and neighborhoods getting onto 109.

Kien Ho explained that the light timings can be increased from 120 seconds (standard) to 130 which would allow for a longer green flow and get more cars through. This would not penalize the side street traffic as the green lights would not be less time. Kien Ho will also look at the programming of the signals to see if he can make some more adjustments to the timing of the lights.

N. Loughnane asked if there could be a delay between the greens for side streets to allow for no blocking of the intersections? The Board discussed having more enforcement of commuters blocking intersections and the possibility of adding markings on the pavement.

T. Korchin will continue to research and look into the adaptive light program through the state and see if it is something that can be funded. A lot of the congestion comes from the neighboring communities coming through Westwood.

NEW BUSINESS

Mothers Morning Out (MMO) Nursery School Lease Extension

As of August 31, 2018, the current lease for the Mothers Morning Out (MMO) Nursery School is due to expire. Per the negotiated contract with the nursery school, the Town agreed to notify the Director by December 31st of the given year if it planned to terminate its lease agreement. The MMO is requesting that the Town consider a 1-year extension, allowing the school to continue to operate for the 2018 - 2019 school year.

The possibility that the lease rate be increased again was discussed with the Chairman of the MMO Board of Directors. He indicated that the MMO, which operates as a not for profit, has an operating surplus of less than 5% in a good year.

N. Hyde moved to extend the Mother's Morning Out (MMO) Nursery School Lease for another year, to expire on August 19, 2019, at the annual rate of \$84,000 payable in \$7,000 monthly increments. M. Walsh Seconded.

Unanimous Vote: 3-0

Request to Post and Fill Position – Civilian Dispatcher

The Public Safety Department typically operates with four part time dispatchers. Over the last several months, one full time and one part time dispatcher have left the town's employment. The full time position was filled by an existing part time dispatcher, but the two resulting part time position were not filled. The remaining two part time dispatchers are long time employees who have other full time careers, but do not wish to work full time.

N. Hyde moved to authorize the Police Chief and Fire Chief to work with the Human Resources Director and Town Administrator to post and fill two part-time Civilian Dispatcher positions. M. Walsh Seconded. Unanimous Vote: 3-0

Grant Application – Regionalization of Community and Economic Development Master Plan for Dedham, Norwood and Westwood

The Towns of Dedham, Norwood, and Westwood propose working together on an economic development analysis and action plan to enable the three Towns to achieve several objectives—both for the benefit of each Town and for the collective benefit of all three municipalities as a regional team.

The purpose of this grant request is to enable all three Towns to pursue economic development objectives in a coordinated manner, rather than each Town doing this work separately. A collective effort will yield more opportunities for cooperation

across municipal lines, cross-pollination of ideas with internal and external partners, and regional solutions that will be more impactful and beneficial to a larger audience.

From this joint effort, each Town would be able to achieve individual and shared objectives. For example, the economic development analysis and action plan can be adapted and incorporated into each Town's Master Plan. Dedham's Master Plan was last updated in 2009, Westwood's in 2000-2001, and Norwood does not have a town-wide Master Plan. Dedham and Westwood each intend to commence a Master Planning process in 2018 and 2019.

The one area the Town would like to look into is transportation between the three centers.

Accept Cultural Council Funds

The Board received a contract and scope of services for the Town of Westwood that covers the transfer of FY2018 Local Cultural Council funds from the Massachusetts Cultural Council to the Westwood Cultural Council account.

State Comptroller regulations require State Agencies to have a signed contract and signature authorization form on file for all transfers of funds from state to local accounts unless the agency is statutorily released from this mandate, which the Massachusetts Cultural Council is not.

The contract includes: a signature page with the amount of the allocation (\$4,500), dates of service (July 1, 2017 to June 30, 2018)

The allocated amount or maximum obligation for the town will be deposited in the local account for the local or regional cultural council, provided that the town:

- Maintain a revolving account for the local cultural council as required by Massachusetts General Law, Chapter 10, Section 58 which Westwood does and
- Annually report on said use of funds by completing the Massachusetts Cultural Council Local Cultural Council Account Form, by the Westwood Cultural Council.

The Cultural Council will expend the funds following the procedures outlined in Massachusetts Cultural Council guidelines and regulations (962 CMR 2.00 - 3.00).

N. Hyde moved to authorize the Chairman to sign the Contractor Authorized Signatory Listing identifying Michael Jaillet, Town Administrator and Pamela Dukeman, Finance Director as the Authorized Signatory Names for the Massachusetts Cultural Council transfer of funds totaling \$4,500. M. Walsh Seconded. Unanimous Vote: 3-0

OLD BUSINESS

Westwood Media Center Transfer of Funds from Comcast and Verizon

The Town negotiated payments from Comcast in the license agreements for funds to be received by the Town and transferred to Westwood Media Center the Town's local access television channel. Per the agreement between the Town and WMC, the Town agreed to transfer these funds (Pursuant to §8(2) of WMC Agreement within 30 days of their receipt).

Below is an outline of the funds that should be transferred to WMC:

From	Amount	License/Section Reference	Date Received by Town
Comcast	\$20,833.42	§6.4(a)(i)	November 8 th
Comcast	\$3,333.36	§6.5(b)	November 8 th
Verizon	\$41,518.49	§5.2.2 (i)	November 15 th

N. Hyde moved to approve the transfer of \$20,833.43; \$3,333.36 and \$41,518.49 totaling \$65,685.27 to Westwood Media Center per the Comcast and Verizon License Agreements and the Westwood Media Center Agreement with the Town of Westwood. M. Walsh Seconded. Unanimous Vote: 3-0

Third Quarter Capital Release

The specific items requested for Quarter 3 are listed below. The Selectmen should review these items and determine for each item if the funding should be released:

IT - End User Technology	\$20,000
Police - Vehicle	\$49,600
Total Third Quarter Capital Requested	\$69,600

In addition, the Town will continue the effort to improve the procurement procedures. When a department is ready to request a release of capital funds, it first submits its planned procurement action for the capital and completes a procurement checklist which is then approved by the Procurement Officer Michelle Miller Peck and Chief Procurement Officer Michael Jaillet. The staff only asks for release of capital funds for items for which procurement has been approved.

N. Hyde moved to approve the release of the Third Quarter Capital requests; \$20,000 to the Information and Technology Department for End User Technology and \$49,600 to the Police Department for a vehicles totaling \$69,600. M. Walsh Seconded. Unanimous Vote: 3-0

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

J. Hickey asked if there was any other business that may properly come before the board?

PUBLIC AND PRESS

J. Hickey asked if there were any questions from the public or press?

EXECUTIVE SESSION

N. Hyde moved to go into Executive Session to discuss one issue related to the acquisition/transfer of real property of which would have a detrimental effect on the position of the governing body if discussion were in open session. The Board will not be returning to open session.

N. Hyde, aye. M. Walsh, aye. J. Hickey, aye.

NEXT MEETING

The Board of Selectmen's Meeting next meeting will be on Monday, December 4, 2017.

The meeting was adjourned at 9:11 p.m.

Initial after reviewed



M. Jailet
Town Administrator

LIST OF DOCUMENTS

Board of Selectmen
11/21/2017 Selectmen's Meeting Room
Regular Meeting

SCHEDULED ACTION

- Legal Notice - Eversource 150 Porter St Conduit (PDF)
- Eversource Petition - Conduit at 150 Porter Street (PDF)
- 150 Porter Street - Assessors Tax Map (PDF)
- Legal Notice - Tax Classification Hearing (PDF)
- Tax Shift Presentation 2017.pdf (PDF)
- 5481 Dover Road Follow-up Eval.pdf (PDF)
- 175884 Westwood.pdf (PDF)

NEW BUSINESS

- MMO Lease Extension Request (PDF)
- Dispatcher Job Description (PDF)
- Dispatcher Job Posting (PDF)
- Regionalization grant application draft 14nov2017.docx (PDF)
- Cultural Council Funds Transfer (PDF)

OLD BUSINESS

- Town of Westwood Remote Participation Policy 2017 Revised (PDF)
- Remote.Part.Request Form Revised 2017 (DOC)
- Comcast Report on Payments (PDF)
- Verizon 3rd Quarter Report (PDF)
- Third Quarter Capital to be Approved.pdf (PDF)